

## **ASSISTANT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duties of which are to manage departmental operations on an assigned shift, and to assist in the organization and management of the fire department. Incumbents of this class oversee all operations of the department in the absence of the Fire Chief, participate in the research and planning for the fire department, and observe and evaluate the effectiveness of department operations. Employees of this class direct the activities at the scene of a fire or emergency until relieved by the Fire Chief. Assistant Fire Chiefs perform regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes the duties of Fire Chief in the absence of the Chief. Manages all department operations on one shift. Assists with research and planning for programs and activities of the department. Plans, organizes, and conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards, and keeps informed on modern firefighting methods and administrative practices.

Supervises the preparation and maintenance of the records and reports of an assigned shift, by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping records. Prepares NFIRS reports, and any other forms or records assigned. Writes reports needed to document the activity of the assigned shift.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic organizations, or other groups of concerned citizens. Acts as department representative to the news media, and answers questions for the public about fire department operations.

Oversees the supervision of department employees on an assigned shift. Holds meetings with subordinate personnel for the purpose of receiving and disseminating information. Inspects the appearance of equipment and personnel. Assigns duty areas and work schedules, and approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Maintains discipline, and counsels employees who are experiencing work problems. Evaluates training needs and provides for regular employee training. Conducts formal classroom training, drills and evolutions, and provides on-the-job training.

Oversees subordinate employees at the scene of a fire or other emergency until relieved by the Fire Chief, and directs emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, overseeing safety precautions, and providing emergency medical attention. Maintains communications between the fire scene and other authorized personnel.

Provides for the collection of information for pre-fire planning.

Investigates the causes, origins, and circumstances of fires occurring in the fire protection district. Secures the fire scene to prevent removal or damage of evidence, and assists arson investigation personnel. Testifies in court when required.

Supervises the general care and maintenance of department apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance. Inspects all equipment and property after repairs to see that these were properly accomplished. Directs the testing of equipment, assuring that equipment meets all applicable standards. Authorizes expenditure of funds, and purchases equipment and supplies, keeping such purchases within the established budget. Maintains inventory of supplies and equipment, and oversees the disbursement of supplies and equipment.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this

class, must pass a medical examination prepared and administered by the appointing authority, designed to demonstrate good health and

physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of District Fire Chief.

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|       | 12-16-94 |
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